

Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
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* MEDDAC
Memorandum 600-1

Personnel -- General

Official Duty Hours

FOR THE COMMANDER:

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Deputy Commander for Administration

Official:



JOHN SCHNEIDER
Adjutant

History. This update publishes the third revision of this regulation, which was originally published on 24 January 1995.

Summary. This memorandum covers the policies regarding the official duty hours of the military and civilian personnel on the staff of Kimbrough Ambulatory Care Center (KACC).

Applicability. This memorandum applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC). Specifically, it applies to all military personnel and to all Department of the Army (DA) civilians whose place of duty is KACC.

Proponent. The proponent of this memorandum is the MEDDAC Commander.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-Z, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

Distribution. Distribution of this publication is by electronic medium only.

*This update supersedes MEDDAC Memorandum 600-1, dated 1 March 2000.

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1. Purpose

This memorandum establishes official duty hours for KACC.

2. References

Related publications are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this publication are explained in the glossary.

4. Policy

a. *Military personnel.* Normal duty hours for all military personnel not working official shifts are 0730 to 1630, with one hour off for lunch.

b. *DA civilians.*

(1) Normal duty hours for all DA civilians not filling varying shift positions are 0730 to 1600, with 30 minutes for lunch. Any extension of the lunch period will proportionately extend the end (or beginning) of the duty day.

(2) Any work schedule that is not in compliance with paragraph (1) must have prior approval from the immediate supervisor and respective deputy commander. All requests for flex time and compressed time will be routed through the department or division chief to the respective deputy commander for approval. Once approved, the new flex or compressed time schedule should be forwarded by the department or division chief to the Defense Civilian Pay System Manager in Resource Management Branch. All approved flex time must include the core work period between 0800 and 1500.

(3) Civilian employees are allowed one 15-minute rest period near the middle of the first and second half of each shift. Rest periods are provided during duty hours and may not be taken away from the work site. These rest periods cannot be used to extend the lunch period or to shorten the work day.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

AR 310-25
Dictionary of United States Army Terms

AR 310-50
Authorized Abbreviations, Brevity Codes, and
Acronyms

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

DA
Department of the Army

KACC
Kimbrough Ambulatory Care Center

MEDDAC
U.S. Army Medical Department Activity, Fort George G. Meade

Section II Terms

Department
Any organizational element whose chief is directly subordinate to the Deputy Commander for Clinical Services or the Deputy Commander for Nursing.